

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

27. View a Purchase Request

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| 27.1 | Introduction | This procedure describes how a user can view the RFQ, purchase order and delivery information associated with a requisition. |
| 27.2 | Who Performs the Procedure | Requisitioners will primarily be using this screen once the system is fully deployed. |
| 27.3 | Initiating the Process | The “Requisition Look-Up Screen”(PR615) gives requisitioners access to view the status of their purchase requests. In general, this screen will be used after the purchase request has gone through all levels of approval and had time to undergo further processing. |
| 27.4 | Accessing the System | From the Main Menu, select Look Up. From the Look Up menu, select Procurement. From the Procurement menu, select “PR615 - Requisition Look Up”. Follow the steps below for PR615. |

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- 27.5 Querying a Purchase Request** This procedure describes the steps necessary to query and display a requisition, its associated purchase order number, RFQ and delivery information, if applicable.

PR615 - Requisition Look Up

STEP	ACTION
1.	<p>Place the cursor in the control block in the upper portion of the screen (i.e. DOCUMENT NO., REL NO. fields, etc.) and click on the “Enter Query” icon on the toolbar. Then, there are several options for querying:</p> <p>To retrieve all records in the system, do not enter data in any of the fields.</p> <p>To retrieve data specifically by DOCUMENT NO., DOC TYPE, or DOCUMENT DATE, enter the relevant information in the applicable field</p>

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PROCUREMENT DESK PROCEDURES

STEP	ACTION
	To retrieve only a subset of records, enter the relevant information in the applicable fields to narrow the search. The ‘%’ character can be used in most fields as a wildcard character. For example, to query all purchase requisitions that include a ‘2’, type %2%.
2.	<p>Click the “Execute Query” icon in the toolbar to execute the query. The system will retrieve all requisitions (and the corresponding RFQ, purchase order, and delivery date values) meeting the specified criteria.</p> <p>Note: The screen will automatically default to the purchase order view.</p>
3.	Use the “up” and “down” arrows in the toolbar or on the keyboard to view the retrieved requisitions.
4.	To view the RFQ, purchase order, or delivery date values associated with a specific requisition, click on the radio button (i.e., PO , DELIVERY , or RFQ .) specific to the information needed.